

County of San Diego, Health and Human Services Agency (HHS)A)

Program Guide Letter

CalWORKs Child Care Chapter Reformatting and Updates

Number

367

Page

1 of 3

Issue Date:

06/30/2015

Effective Date:

Upon Receipt

Purpose:

To provide Stage 1 Child Care staff, CalWORKs Welfare-To-Work (WTW) staff, Cal-Learn staff and CalWORKs (CW) Eligibility staff the reformatted and reorganized sections of the CalWORKs Program Guide (CPG) 10-010 Child Care Program, including a new Child Care Overview section with processing guides and updates for worker actions on authorizing child care.

Background:

The County of San Diego Eligibility Operations established new Program Guide formatting style guidelines that became effective in November 2014. The CPG 10-010 Child Care Program is being updated to conform to the new formatting style guidelines.

Policy Change:

The entire CPG 10-010 Child Care Program chapter has been reorganized by renaming the sections, and by removing obsolete sections A-L, while retaining program policy that is still valid. In the updated section 10-010.A Child Care Overview, material has been reformatted to separate program policy from processing guides and to include some material previously issued in memo, policy inquiry or in Stage 1 Meeting Minutes.

Summary of Changes:

1. CPG 10-010 Sections A-L have been made obsolete and removed. Relevant material from the obsolete 10-010 A-L has been added into the revised 10-010 A. Child Care Overview or other sections listed below. Required actions of CalWORKs Eligibility staff and WTW / Cal-Learn staff are in the new 10-010.A Child Care Overview. CPG 10-010 Sections M-U have been renamed to CPG 10-010 Sections B-H. The changes are referenced in the table below:

Previous chapter material	Is now located and includes....
10-010 A Overview – old version	10-010.A Child Care Overview – new version <ul style="list-style-type: none"> o Processing Guide 10-010.A1 Worker Actions o Processing Guide 10-010.A2 Form CCP7 o Processing Guide 10-010.A3 Form 27-128 o Processing Guide 10-010.A4 Transitioning to Stage 2
10-010 B Communication	10-010.A Child Care Overview <ul style="list-style-type: none"> o Processing Guide 10.010.A1 Worker Actions. o Processing Guide 10-010.A3 Form 27-128 o Processing Guide 10-010.A4 Transitioning to Stage 2 <p>Revised Form 27-128 - Changes include:</p> <ul style="list-style-type: none"> o Child Care Agency Section- Added o Stage 1 / Stage 2 Agency Information - Added o Backdating Approval Section – Added o Backdating Approval – Instructions Added

County of San Diego, Health and Human Services Agency (HHS)

Program Guide Letter

CalWORKs Child Care Chapter Reformatting and Updates

Number

367

Page

2 of 3

	<ul style="list-style-type: none"> ○ Stage 2 – Special Timelines Expectation -Added ○ Dates of Care – Start/End Dates Required Range - Added ○ Hours of Care – Total Hours equal WTW - Added ○ Child Care Worker Section – Removed (CCM no longer uses Form 27-128 to communicate child care status) ○ Transition Team Section – Removed (CCM no longer uses Form 27-128 to communicate transition status) ○ Child Care Provider Information – Added ○ Two-Parent Household – Instructions Expanded ○ Message Section – Instructions Expanded
10-010 C. Documentation and Notification Requirements	Processing Guide 10-010.A1 Worker Actions , and 10-010.F Notice of Actions
10-010 D. Eligibility Requirements for CalWORKs Stage 1 Child Care	10-010.A Child Care Overview , and 10-010.B Child Care Eligibility
10-010 E. Child Care Provider Overview	10-010.C Child Care Provider Requirements
10-010 F. TrustLine Registry Overview	10-010.C Child Care Provider Requirements
10-010 G. Child Care Payment	10-010.E Child Care Payments
10-010 H. Transition From Stage 1 to Stage 2 Child Care	Processing Guide 10-010.A4 Transitioning to Stage 2 <ul style="list-style-type: none"> • Add 6 months maximum in Stage 1, without barrier
10-010 I. CalWORKs Intake Staff Actions	Processing Guide 10-010.A1 – Worker Actions Processing Guide 10-010.A2 – Form CCP7 10-010.A1 Worker Actions – Changes <ul style="list-style-type: none"> ○ Child Care Message - Expanded Details ○ Other Child Care Referrals – Expanded Details ○ Diversion Child Care – Removed Details
10-010 J. CalWORKs Granted Staff Actions	Processing Guide 10-010.A1 – Worker Actions Processing Guide 10-010.A2 – Form CCP7 10-010.A1 Worker Actions – Changes <ul style="list-style-type: none"> ○ Child Care Message - Expanded Details ○ Other Child Care Referrals – Expanded Details ○ Diversion Child Care – Removed Details
10-010 K. Employment Case Managers Actions	Processing Guide 10-010.A1 – Worker Actions Processing Guide 10-010.A2 – Form CCP7 Processing Guide 10-010.A3 – Form 27-128 <ul style="list-style-type: none"> ○ Verbal Requests - Added details ○ Written Requests – Added details ○ How to Determine Earliest Date of Eligibility – Added ○ Definition of Parent - Added ○ Parents in the home – Added ○ Children in the home – Added ○ Special Cases - Included ○ Determining Child Care Agency – Added

County of San Diego, Health and Human Services Agency (HHS)
Program Guide Letter

CalWORKs Child Care Chapter Reformatting and Updates

Number

367

Page

3 of 3

	<ul style="list-style-type: none">○ Monthly Child Care Review – Expanded details○ Timeliness Expectations – Added Details○ Accuracy Expectations – Added Details○ Good Cause for Child Care Unavailable - Included
10-010 L. Child Care Approvals and Denials	10-010.D Child Care Approval/Denial/Discontinuance
10-010 M. Payments	10-010.E Child Care Payments
10-010 N. Child Care Provider Requirements	10-010.C Child Care Provider Requirements
10-010 O. Transitioning Child Care Cases to Stage 2	Processing Guide 10-010.A4 Transitioning to Stage 2 <ul style="list-style-type: none">• Add 6 months maximum in Stage 1, without barrier
10-010 P. Child Care Income	Processing Guide 10-010.B2 Eligibility- Post-Aid Income
10-010 Q. Eligibility	10-010.B Child Care Eligibility
10-010 R. Required Reports	Processing Guide 10-010.G1 Required Reports
10-010 S. Child Care Verifications	Processing Guide 10-010.B1 Eligibility - Verifications
10-010 T. Child Care Notice of Actions	10-010.F Child Care Notice of Actions
10-010 U. General Child Care Administration	10-010.G. General Administration

Impacts:

Automation: None

Forms and Document Capture: Revised Form 27-128 (06-15)

Programs Affected: CalWORKs Stage 1 Child Care, CalWORKs Eligibility, Welfare-To-Work (WTW), and Cal-Learn

Quality Control: None

Management Reporting: None

References:

[MPP 47-100](#)

[Title 5, Chapter 19](#)

Sunset Date:

6/30/2018

Approval for Release:

Handwritten signature in blue ink, appearing to read "Rick Wanne" followed by the date "6-30-15".

Rick Wanne, Director
Eligibility Operations